

MEMORANDUM FOR ALL MILITARY MEMBERS ENTITLED TO TEMPORARY LODGING ALLOWANCES (TLA)

Incoming TLA Requirements

Air Force

- All Air Force members are authorized up to 20 nights of incoming TLA.
- If base housing is accepted, TLA will be extended until move-in date.
- If base housing is declined, TLA will stop the day you could move in to the unit.
- TLA claims are filed on 10-day increments and processed at the Housing Office. After paying for 10 days, bring in the receipt and copies of your orders to process reimbursement paperwork. The same will be done for the final TLA claim.
- If base housing is not available, an off-base data sheet must be maintained to show proof that an active search for quarters has taken place. This form must be presented to the Housing Office when filing a TLA claim.
- If staying off-base, a non-availability statement will be required.
- The Housing Office is the approving authority for all TLA extensions up to 60 days, anything over 60 days requires 718 CES/CC approval.
- TLA extensions require an endorsed letter from the member's commander stating reasons for the extension.
- An extension will not be given for members waiting for a particular off-base unit to become available.

Marine Corps/Navy

- All USMC and Navy members are authorized up to 30 nights of incoming TLA.
- All paperwork is processed with S1 (USMC) or PSD (USN) on 15-day increments.
- If base housing is accepted, TLA will be extended until move-in date.
- If base housing is declined, TLA will stop the day you could move in to the unit.
- The housing office will contact the finance office to stop the TLA.
- If base housing is not available, an off-base data sheet must be maintained to show proof that an active search for quarters has taken place. This form must be presented to the finance office when filing a TLA claim.
- All extensions for USMC and USN are processed through the appropriate finance and coordinated through the command.

Army

- All Army Personnel are authorized up to 30 nights of incoming TLA.
- All paperwork is processed through PAC on 15-day increments.
- If base housing is accepted, TLA will be extended until move-in date.
- If base housing is declined, TLA will stop the day you could move in to the unit.
- The housing office will contact the finance office to stop the TLA.
- If base housing is not available, an off-base data sheet must be maintained to show proof that an active search for quarters has taken place. This form must be presented to the Housing Office when filing a TLA claim.
- All extensions for TLA will be requested and processed at PAC.

All civilians will report to their servicing CPO office for reimbursement for TQSA